

VCA ANNUAL CONVENTION

PROPOSAL SUBMISSION INSTRUCTIONS

In order to simplify the process, below we have identified the following steps for successfully submitting your proposal.

- 1) Follow this link: <http://www.vcacounselors.org/event/InviteToPresent2017> (best used in Google Chrome)
- 2) Click on the blue “REGISTER” button
- 3) “Your name” should be the name of the main contact person for your presentation (Lead Presenter)
 - a. This person will be the one who will receive all notifications
 - b. And will be responsible for communicating with any and all other co-presenters for this session
- 4) Hover the cursor over the underlined items to get instructions on what information to provide in the blank areas.
 - a. “Lead Presenter References” refers to reference materials used in preparation of the presentation
 - b. Personal or professional references for the presenters are not necessary
- 5) More than one additional co-presenter?
 - a. Create a word document with the same information entered for the Lead Presenter and the first Co-Presenter
 - b. Upload it as an attachment in the final question “Additional Co-Presenters”
- 6) Want to give us more information about the presentation?
 - a. Create a word document
 - b. Upload it as an attachment in the final question “Additional Co-Presenters”
- 7) Once you have finished with this proposal you have 2 options
 - a. Save and & Add Another Attendee (which means add another presentation proposal)
 - b. Save & Finalize – no other proposals to submit at this time
- 8) The person who submitted the proposal (Lead Presenter) will receive a confirmation
 - a. Contains a link that allows them to go in and edit their proposal.
 - b. **VCA members will see their submission stored in their member profile, and can edit from there**

If you have questions, please contact Vicky Wheeler, VCA Director, at vcaoffice@cox.net or 800-225-8103.